

**SIDE LETTER AGREEMENT  
BETWEEN THE CITY OF UPLAND AND THE UPLAND CITY EMPLOYEES ASSOCIATION**

**May 8, 2023**

**WHEREAS** the City of Upland ("City") and the Upland City Employees Association ("Association") have entered into a Memorandum of Understanding (MOU) covering the period of July 1, 2022, through June 30, 2023.

**WHEREAS** the MOU provides that there shall be no changes in wages, hours and working conditions during its term without the mutual consent of the parties.

**WHEREAS** the City has a duty to meet and confer with the Association over wages, hours, and other terms and conditions of employment, including but not limited to the implementation of a Classification and Compensation Study;

**WHEREAS** the Parties have met, discussed, and agreed to the implementation of the Classification and Compensation Study conducted by Koff & Associates.

**NOW, THEREFORE, THE PARTIES** do hereby agree as follows:

1. This side letter shall amend the wages, hours and other terms and conditions of employment set forth in the current MOU between the parties only to the extent specifically set forth herein. All other wages, hours and other terms and conditions of employment shall remain in full force and effect, and unaffected by this Agreement, unless specifically modified in a subsequent written Agreement by the parties.
2. City Council approved all proposed job specifications and/or reclassifications for employees in the unit on January 23, 2023. The City has implemented the proposed job specifications including reclassifications of any position in the unit effective January 24, 2023.
3. The City will implement the proposed salary ranges for all employees in this unit effective June 25, 2023.
4. The City and the Association agree that the following classifications are considered Y-rated based on the Koff & Associates Compensation Study:
  - a. Accounting Technician
  - b. Business License Inspector
  - c. Facilities Coordinator
  - d. Lead Utility Worker – Water
  - e. Senior Accounting Technician
  - f. Senior Customer Service Specialist
5. Y-rated is defined as keeping the employee's salary range frozen and to provide no cost-of-living adjustments (COLA) until the employee's current salary is within the recommended salary range. This will result in no immediate loss of income but will delay any future increases until the employee's salary is within the new salary range for the classification.

6. Salary placement of employees who are in Y-rated classifications will be implemented as follows:

- a. Employees who are in classifications that are Y-rated will remain on the current salary schedule for two (2) fiscal years (2023/2024 and 2024/2025) and will continue to be eligible for any step advancements until they reach top step (Step 13) of their classification but will not receive COLA increases.
- b. If the COLA would cause the new salary range to increase above the Y-rated salary range, employees in those Y-rated classifications would cease to remain Y-rated and would be placed on the new salary schedule.
- c. Effective June 22, 2025, employees who are in classifications that are Y-rated will be eligible to receive COLAs for the remainder of the current MOU (June 22, 2025 – June 30, 2028).
- d. Effective June 25, 2023, all new employees to the City hired into a Y-rated classification will be placed on the new salary schedule.
- e. Once there is no employee in a Y-rated classification whose pay is higher than top step of the new salary range, all employees in that classification will be moved to the new salary schedule and will be guaranteed at least four percent (4%) increase.


7. Salary placement of employees who are not in a Y-rated classification will be implemented as follows:


- a. Employees who are not in Y-rated classifications will be placed on the proposed salary range for their classification at the step that is closest to their current hourly wage, which ensures at least a four percent (4%) increase, if available steps allow.

8. Full and Complete Understanding. The parties have met and conferred in good faith and agreed upon all matters related to the implementation of the Classification & Compensation Study. This Side Letter represents all terms negotiated and agreed upon by the Parties related to Classification and Compensation Study. All parties understand and acknowledge that there are no other agreements between them (oral, implied, or written), other than as written here or as contained in the continuing terms and conditions of their employment set forth in the MOU between the Association and the City.

CITY OF UPLAND

Dated: 5-23-2023


  
By: Michael Blay  
City Manager  
City of Upland

  
By: Stephen Parker  
Assistant City Manager  
City of Upland

  
By: Terry Doyle  
Deputy Director of Human Resources/Risk Management  
City of Upland

UPLAND CITY EMPLOYEES ASSOCIATION

Dated: 052323

  
By: Wauniece Davis  
President  
UCEA